



DR 2469 (06/27/14)  
**COLORADO DEPARTMENT OF REVENUE**  
Motor Vehicle Investigations Rm 128  
PO Box 173350  
Denver CO 80217-3350  
[www.colorado.gov/revenue](http://www.colorado.gov/revenue)

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| Office #: |  |
| Employee: |  |
| Pin:      |  |
| Date:     |  |

## Exception Process Document List

Exceptions processing is the procedure the Department uses to assist persons who are unable for reasons beyond their control to present all the necessary documents required by the Department and must rely on alternative documents to establish identity and date of birth.

For EP Walk-In and Appointment Hours/Location visit our website at: [www.colorado.gov/revenue](http://www.colorado.gov/revenue)

**REMOTE EP** Remote applications are processed in approximately 2-3 weeks from the time the application is submitted. To check the status of your application, please contact (303)-205-5842.

**WALK-IN EP** Walk-in applications are processed within the same day if all requirements are met.

- **All documents presented must be originals or certified copies**
  - **If a document presented does not bear your full legal name, you must provide a name change document issued through marriage, adoption, court order or other mechanism permitted by State law or regulation.**
  - **All documents presented must be in English or translated into English by an individual registered as a translator with the Department at the expense of the applicant.**
1. **Government Issued Documents:** Expired licenses, IDs, Passports, Other State's Non-Real ID Complaint identification cards or driver's licenses
  2. **Police:** Court, police or any law enforcement /criminal justice records, booking photos, intake property sheets, police reports, other States' Department of Corrections (DOC) identification cards with photo and legal name
  3. **School:** School records, transcripts, photo IDs, report cards, school yearbook, student loan documents
  4. **Medical:** Medical records, medical insurance cards, hospital records, immunization records, life, health, or other
  5. **Insurance record(s)** that bears the applicant's name, age or date of birth
  6. **Employment:** Employment records, employee ID cards with photo, tax returns with employee W-2s or 1099s, paycheck stubs
  7. **Tax:** Tax returns of a parent or guardian showing the applicant as a dependent
  8. **Retirement:** Retirement/disability benefit records, government benefit documents/IDs, professional/equipment Operator licenses/IDs
  9. **Children:** Children's birth certificates showing the applicants name as the birth parent, child's Smile-Safe photo ID
  10. **Parent/Spouse:** Parents' or spouse's death certificate, obituary showing the newspaper and date of publication, and applicant as surviving child or spouse, certified court document of guardianship issued to caregiver of a minor child or person with disabilities
  11. **Military/Veteran:** DD214 that DOES NOT include the disclaimer: "Not to be used for identification" military records or "Approval of Benefits" letters covered under the GI Bill, VA card with photo and legal name
  12. **Religious Records:** Baptismal and other records
  13. **Tribal Documents:** Certificate of Indian Blood/Tribal ID
  14. **Other:** Any other verifiable document as determined by the Department, which may serve to provide evidence of the applicant's identity or date of birth.

The Department reserves the right to review, consider and request additional information and documentation in making determinations regarding identity and date of birth. The Department shall retain images or copies of any of the following document(s) considered for review.